

# **DRAFT MINUTES**

## **NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE**

**June 27 - 29, 1990**

### **COMMISSIONERS PRESENT**

Daniel Carter (non-voting), Daniel Casey, Lee Edwards, Wanda Forbes, Elinor Hashim Chairman-Emeritus, (June 29 only) non-voting; Bessie Boehm Moore, Vice Chairman-Emeritus, non-voting, Jerald Newman (June 29 only); Elinor Swaim, Winston Tabb (for Librarian of Congress), Julia Wu, (June 29 only); and Charles E. Reid, Presiding

### **STAFF PRESENT**

John G. Lorenz, NCLIS Consultant; Susan K. Martin, NCLIS Executive Director; Mary Alice Hedge Reszetar, NCLIS Associate Executive Director; Linda Resnik, WHC Executive Director; Jane Williams, Research Associate; and Barbara Whiteleather, Special Assistant and Recording Secretary

### **GUESTS PRESENT**

Richard Akeroyd, Connecticut State Librarian, Chair, WHC Advisory Committee; Carol DiPrete, Roger Williams College Library, Bristol, Rhode Island; Carol Henderson, ALA Washington Office; Peyton Neal, IIA; Quinlan Shea, Consultant, Washington, D.C.

## **WEDNESDAY, JUNE 27, 1990**

### **COMMITTEE CHAIRS**

Chairman Reid called the meeting to order at 8:30 a.m. and asked Commissioners to review the newly-assigned

standing and ad hoc committees, their charges and assignments in order to make sure the draft statement includes their concerns and recommendations. In addition to attending their own committee meetings, Commissioners were encouraged to participate in other committee meetings, when convenient, in order to provide the advantage of their knowledge and expertise.

Committee meetings have been scheduled for Wednesday, June 27, and Commissioners were asked to review the schedule included in the meeting notebook.

## **RICHARD AKEROYD**

Mr. Richard Akeroyd, Connecticut State Librarian, attended NCLIS' Wednesday morning session as an observer. Mr. Akeroyd was unanimously elected Chairman of the White House Advisory Committee at its June 7-8, 1990, meeting. Mr. Reid stated that Mr. Akeroyd will bring a wide perspective to the position as WHC Advisory Committee Chair, that he is respected by his peers, and that he will do a fine job. At the Chairman's request, Mr. Akeroyd spoke briefly to the Commissioners, and ended by saying, "In a year from now, we will be anticipating the finest White House Conference ever held."

## **SEARCH COMMITTEE**

Dr. Lee Edwards, Vice Chairman and Chair, Search Committee, described the process to be used in selecting the new Executive Director, which will take place on Thursday, June 28, in closed session in accordance with Sec. 1703.202(2) and (6) of the Code of Federal Regulations, 45 CFR, Part 1703. Dr. Edwards described the point system, on a scale of 1-5, to be used by the full Commission in scoring the three finalists. It was announced that the Commissioners would vote on the two finalists scoring the

highest points, and that this vote would be ratified when the open meeting resumes on Friday, June 29.

Mr. Reid complimented the Search Committee on their excellent work and, at this point, the Chairman turned the meeting over to Dr. Edwards.

Dr. Edwards reported, for the record, that a total of 46 applications were received for the position of Executive Director; eight applications were withdrawn and 10 applicants chose not to respond to the three questions posed by the Committee as part of the selection process, thereby eliminating themselves. There were eight semi-finalists selected and, at this point, a five-person Search Committee spent two days in Washington meeting with these semi-finalists. As a result of this process, three finalists were selected. These three applicants will be interviewed in the closed session.

## **ALA BREAKFAST**

Mr. Reid announced that the Commissioners have been invited to breakfast with the American Library Association (ALA) Executive Board at the invitation of ALA President Pat Berger on Thursday morning. Mr. Reid stated that he was pleased to have this opportunity to meet with the Board, and was also very pleased with the hospitality shown NCLIS by ALA.

## **FRIDAY, JUNE 29, 1990**

### **OPENING SESSION**

Chairman Reid called the meeting to order at 8:10 a.m.

### **APPROVAL OF AGENDA**

The NCLIS meeting agenda was amended to add "Designation of New Executive Director." In addition, the time for several action items was changed to allow discussion prior to the departure of several Commissioners. With these changes, the agenda was approved by consensus.

### **APPROVAL OF MINUTES**

At the request of Mr. Daniel Carter, the NCLIS Minutes for the meeting held March 19 and 20, 1990, will be corrected, as follows:

Page 24, NCLIS Audit Motion, add the underlined words in the following sentence: ...that a financial audit be conducted of the books of the NCLIS and the White House Conference, including the ICSOC and NCES monies on the date..."

### **MOTION**

MOVED by Daniel Casey, seconded by Winston Tabb, that the Minutes of the NCLIS Meeting held March 19-20, 1990 be approved, as corrected. The motion carried unanimously.

### **ELECTION EXECUTIVE COMMITTEE**

The Executive Committee is composed of the Chairman, Vice Chairman and one Member and Alternate, both of

whom will be elected by the Commission at the fall NCLIS meeting each year.

Nominations to serve on the Executive Committee were:

--Mr. Casey nominated Mr. Jerald Newman. However, Mr. Newman declined because of his work schedule;

--Mr. Tabb nominated Mrs. Elinor Swaim; and

--Mr. Newman nominated Mrs. Wanda Forbes.

The Commissioners were asked to vote by ballot. As a result of the balloting, Mrs. Forbes was elected as a Member of the Executive Committee, and Mrs. Elinor Swaim was elected as the Alternate Member.

Mr. Reid stated, "It is not the intention of the Executive Committee to set policy, but to make sure the policy set forth by the Commission continues in the interim between meetings."

## SEARCH COMMITTEE

Mr. Reid, again, complimented the Search Committee and, in particular, Dr. Edwards on "a job well done in an extremely democratic process." Mr. Reid noted that the selection was a very difficult decision because there was such an exceptional group of candidates.

Dr. Edwards added that it is testimony to the respect in which the Commission is held and its reputation in the library and information science world that so many excellent applications were received. Noting that the selection process was described on Thursday morning in open session, Dr. Edwards presented the following motion:

## **MOTION**

**MOVED** by Lee Edwards, seconded by Wanda Forbes, that the Commission formally hire Mr. Peter R. Young as the NCLIS Executive Director at the level of SES- 4 effective sometime in August 1990.

**Motion carried unanimously.**

During discussion, it was noted that the current SES-4 salary is \$79,000, and that there is a proposal which has been passed by the House of Representatives to raise this level to \$97,000 in January 1991. Dr. Edwards explained that if, indeed, this proposal is passed, it may not be within the ability of the Commission's budget to meet the increase. This financial problem was discussed with Mr. Young, who indicated that he understood the financial situation and would work with the Commissioners to arrive at a reasonable arrangement.

The Chairman requested Ms. Williams to provide a copy of the Executive Director's Position Description and the most recent Performance Agreement to each Commissioner for their review and comment.

The Chairman alerted the Budget Committee to the fact that there will be moving and relocation costs for Mr. Young which they need to take into consideration. Mr. Reid asked that the Budget Committee meet with Mr. Lorenz, who will be the Acting Executive Director, to prepare a skeletal budget for the new Director's review, as well as a current status report on the 1989-90 obligations and expenditures, which are extremely tight.

Mr. Reid explained that Mr. Young had hoped to be able to attend today's meeting, but was not able to change travel plans. Mr. Young asked that Mr. Reid relay to the Members

that he is looking forward to working with the Commissioners and the staff.

In the event that Mr. Young could not accept the position, Mr. Reid explained that the position would be offered to the second highest-scoring candidate. The Executive Committee could act in this regard, Mr. Reid stated.

Mr. Reid noted that the Members were particularly impressed with many of the answers to the Search Committee's three basic questions: (1) What do you see as the general challenges and opportunities which confront the library and information science communities?; (2) What do you hope to see as the goals of the White House Conference?; and (3) What do you see as the goals of the National Commission? Dr. Edwards stated that there were approximately 20 creative and practical thoughts to these questions and suggested these responses be used in Commission considerations and deliberations. As a result of this request, Mr. Reid asked Mr. Lorenz to compile the responses for use by both the Commission and the White House Conference.

## **RECOGNITION**

### **AWARD**

The Chairman presented Mrs. Mary Alice Hedge Reszetar, Associate Executive Director, with a certificate and pin in recognition of twenty years of exemplary Federal service with the U.S. National Commission on Libraries and Information Science.

Mrs. Reszetar noted that she began working for the White House National Advisory Commission on Libraries on August 1, 1967, twenty-three years ago. She thanked the Chairman and Members of the Commission and staff.

## **EXECUTIVE DIRECTOR'S REPORT**

Dr. Martin referred to the Executive Director's report for the second quarter, April - June 1990 included in the meeting notebook.

Dr. Martin explained that GSA is exploring the possibility of renting space near Union Station for small agencies as a cooperative venture, utilizing common space. However, this building is under construction and will not be ready until 1992. GSA is asking for a commitment; however, NCLIS' lease expires in 1991. It is not definite, at this time, whether NCLIS can renew its lease since we had been advised that the building was scheduled for demolition. Dr. Martin reiterated that when GSA forces a move, they pay the office moving expenses.

Dr. Martin informed the Members that the library has been rearranged to allow for additional desk space.

Ms. Resnik stated that the White House Conference has similar space problems, and hopes to be able to "stay put by squeezing in," rather than moving.

Mr. Carter expressed his concern in the shortage of program staff. Dr. Martin informed the Commission that Barbara Whiteleather has been hired as Special Assistant to the Director. The other two vacant senior staff positions were purposely left unfilled so that the new Executive Director could do the selecting. Of the 12 personnel slots allocated to NCLIS, one is a full-time equivalent which is used for Commissioners' salaries, leaving a balance of 11 for professional and support staff.

Mr. Casey suggested that time be set aside for orientation for new Commissioners. In addition, current Members should be invited to attend the orientation session.



Mr. Reid urged that the staff continue to work with Mrs. Taylor in updating both the NCLIS Policy and Procedures Manual and the Orientation Manual for new Commissioners. In particular, Mr. Reid recommended that a bibliography, or index, of all policies be prepared, maintained, and be available at each Commission meeting.

Dr. Martin shared what she called her "thoughts" as this was, effectively, her last day as Executive Director:

"It has been fascinating to work with NCLIS. From the perspective of someone who comes from the academic world, and who is going back to that world, this has offered me the opportunity to work with and become acquainted with the wide variety of library and information services that exist -- and that I always knew existed -- but, one tends to focus in one's own special area. One of the riches that this job has brought is that I have gained knowledge, friends and acquaintances in virtually every sector of the library and information community. These gains are most rewarding, and it is extremely useful to know that this will happen to anyone who is the Executive Director.

Some issues and problems perceived by staff over the last couple of years are really just surfacing now. If you read through the minutes, memos, or go back over the history of NCLIS, if you talk to the people who have been around for a long time -- like Barbara Whiteleather and Mary Alice Reszetar -- you will see that some organizational tensions have always existed. This is a matter of having a collegial body that is not local. A number of Federal Commissions have Commissioners on site; they live and work in Washington and they are the program staff for their Commission. When you have a Commission with Members spread throughout the Country and who only gather together four times a year, I think the roles of Commissioners and the roles of staff have to be a little different because the Commissioners are not right there to

concentrate, day after day, on program matters. You accept membership on the Commission with the understanding that you are not going to be spending full time, so the Commission needs to rely on staff to do good work for you. There must be trust and ample communication, both ways.

"I refer to issues that arise over the years: if you go back through the records you'd find the kinds of issues and problems that we have been struggling with over the last year or two are not new. They existed with the earlier Commissioners and the earlier Executive Directors. I have been thinking about what I could suggest that would ameliorate this creative tension within this particular kind of organization. I haven't been very successful in identifying something, so I will have to turn my communication over to you as just an observation of this fact -- that this kind of an organization has, by nature, this kind of tension. Maybe if everybody is aware of it, it will help in a constructive manner in dealing with some of the questions that arise.

"Let me turn for just a minute to a very positive note. I took the job at NCLIS because I recognized that NCLIS had a great deal of potential; the charge in the 1970 law is incredibly broad, however the budget is incredibly small. We have to prioritize in order to make the budget and the charge try to go together as adequately as possible. I took the job because I was convinced that there was potential for NCLIS to make a great deal of difference in this particular area of the world. My convictions have not changed in this regard. "As a matter of fact, I think we have accomplished a lot in the last couple of years, and I am sure that there will be even more accomplished in the future. I am very proud of what has been done at NCLIS while I have been here, and I think you should be very proud of what you have accomplished. I am looking forward to things that are going to be happening in the future.

"There is a tendency for bureaucracy and politics -- whether internally or externally imposed -- to take over. You have to be careful of that because, for example, we, as a very small agency, are asked to respond to all of the same governmental requests as any large agency is. It may be as frequently as once a week that I get yet another request from either from GSA or OMB to answer a questionnaire, or respond to some order. We are officially only eleven people -- right now we are 6-1/2 or 7 people. We are being asked to do the same kinds of things as enormous Federal agencies. I think there are ways in which this can be handled -- for example, we will presumably always have some kind of agreement with an agency to handle our administrative affairs. We should push those questionnaires, as much as possible, onto those agencies. My main concern here is that we have a relatively small number of people on a full-time basis, and the more the bureaucracy or political issues encroach, the less time we have to spend on substantive matters that will allow NCLIS to really make a difference in the world.

"I want to thank you very much for the gift that I received, and for your best wishes. I wish you all the best, and I look forward to working with you in the future. I am pleased that I will be just over on the other side of Washington, D.C., so that I can continue the contact with NCLIS, with the White House Conference, with friends, and the professional connections that I have made over the last two years. Thank you very much."

In response to Dr. Martin's "farewell speech," Mr. Carter stated, "If we fail to respond to Dr. Martin's comments, we are lost." Mr. Carter suggested asking the Office of Management and Budget for relief, either financially or in support from other agencies. "We need to show that we are less effective, or ineffective, because of the financial and

administrative burdens, and we need to call it to the attention of the Office of Management and Budget," he said.

## **MOTION**

### **HONORING**

#### **DR. SUSAN K. MARTIN**

**MOVED** by Elinor Swaim, seconded by Lee Edwards, that the Commission adopt a resolution honoring Dr. Susan K. Martin for her service as Executive Director. The motion was passed unanimously.

A copy of the resolution is attached.

## **ADMINISTRATIVE MATTERS**

As a matter of policy, all material sent to Commissioners will also be sent to all Commissioner-Designates.

Ms. Hashim reminded the Commission that the Sunshine Act calls for all actions taken between meetings -- such as a mail ballot -- to be reported, for the record, in open session.

In keeping with the law, Mr. Reid announced that by unanimous agreement the Members of the Commission selected Mr. John G. Lorenz to serve as Acting Executive Director until the new Executive Director comes on board.

Mr. Lorenz stated that while Acting he will be working a 40-hour work week beginning July 1, with approximately one-half time devoted to the FSCS program. The Commission will cover one-half of Mr. Lorenz's salary; FSCS the other half.

Mr. Reid established the policy that the staff maintain an on-going list of "unfinished NCLIS business." Items included on this list are: (1) Resolution on Romania; and (2) publications to be printed and/or reprinted.

Ms. Hashim reminded the Commissioners that in the past the staff produced a document after each Commission meeting highlighting actions taken by the Commission, which they may consider reinstating.

## **WHC EXECUTIVE DIRECTOR'S REPORT**

Ms. Resnik, WHC Executive Director, distributed the following items pertaining to the White House Conference: (1) a brochure describing the upcoming White House Conference (for broadest possible distribution); (2) a "Mini-Guide to State/Territorial PreConferences (primarily for use by Commissioners, Committee Members, and others speaking before national organization groups); (3) Delegate Selection Guidelines (for use at the state level in selection of delegates for the national delegation); and (4) a booklet entitled "Abstracts of State and Territorial Preconference Activities". In addition, current monthly operating and expenditure reports were distributed.

A detailed WHC Executive Director's Report was included in the meeting notebook. Messrs. Carter and Casey noted that both the Information Industry Association (IIA) and the Catholic Library Association, respectively, were omitted in citing the various organizations to whom both WHC staff and/or Committee and Commission Members have made presentations (page 5 of the report).

Mr. Lorenz asked about the status of the video for the White House Conference, and, in particular, the suggestion to merge resources with ALA to produce the video. He also asked if arrangements had been made, as suggested, for Jim Roberts, Chair, Public Relations Committee, to come to Chicago to discuss the video's script with the staff at ALA Headquarters.

Ms. Resnik responded that the Advisory Committee has asked the Subcommittee on Public Relations and Awareness to review the video concept proposed by the ALA Executive Director, as well as all other proposals received for participation in video projects. The WHC staff is assisting the subcommittee in this effort. Commission Members expressed their interest in assuring that whatever video is undertaken represent the broad mandate of the White House Conference.

Dr. Edwards asked the Chairman what he sees as the Commission's role with regard to a video script. Mr. Reid indicated that mechanisms are in place within the Commission, the Advisory Committee, and the staff to ensure careful consideration of the appropriate message.

In describing the specific responsibilities of the new NCLIS Executive Director, Chairman Reid stated, "It is the spirit of this Commission that the NCLIS staff and the WHC staff be totally separate, and that these two staffs be independent and run the Conference in accordance with the budget and major policy frameworks, as approved by the Commission. I feel that from a practical standpoint there should be good working relationship between both Executive Directors. However, because NCLIS has the ultimate responsibility, I see this as a team from the standpoint of communications -- there should be a free flow of information going back and forth. That is the atmosphere as I see it and in the spirit of the resolution as passed by this Commission in March." Dr. Edwards agreed, and suggested that this working relationship be clearly defined to Mr. Young when he comes on board.

Mr. Reid suggested, and Ms. Resnik agreed, that the WHC spending plan will be adjusted and annotated as the program and staff are developed.

Mr. Carter referring to the March Commission Minutes, page 27, third paragraph, asked if either Mrs. Reszetar or Ms. Resnik sought an opinion from legal counsel re the solicitation of funds, as requested. Ms. Resnik informed the Commission that the lawyers are researching a variety of related questions. In general, the lawyers have indicated that the statutory right to accept donations implies that the White House Conference can let people know of the opportunity to donate. However, the lawyers discourage an aggressive, formal development effort independent of the ongoing planning process. Mr. Carter asked that the record indicate his continuing concerns in this area.

Ms. Resnik reported that, to date, there have been four pre-conferences conducted: Illinois, Michigan, Connecticut, and Nevada; Michigan was the only pre-conference without an official WHC observer, Ms. Resnik noted

Mrs. Wu expressed her concern regarding the delegate selection process, particularly if the states decide not to have any pre-conference activity. Ms. Resnik stated that each state has presented its mechanism for delegate selection, and that the states are selecting their delegates in a variety of ways: in California, the State Librarian is selecting the delegates; some states are selecting their delegates by lottery; and in still other states, by elections with campaigns.

#### **NCLIS WHC COMMITTEE REPORT**

Mr. Casey, Chair, NCLIS White House Conference Committee, reminded the Commissioners that the National Conference would be held in one year and ten days from today.

In keeping with the proper procedure, the Commissioners were asked to review and approve the following

recommendations presented by the WHC Advisory Committee to the NCLIS WHC Committee:

### **WHC RECOMMENDATION (1)**

The NCLIS White House Conference Committee **MOVED** that the attached Delegate Credentialing Instructions and Delegate Credentialing Form be approved for distribution to the states and territories, pending approval from the Office of Management and Budget.

(NOTE: The NCLIS WHC Committee made the following change in the wording under ISSUE: 2nd line: Change the word, "locally" to "in the states and territories.") Additional editorial and design changes were made in the document and Delegate Certification Form.

Mr. Reid requested that the Minutes show that, if deemed appropriate, this recommendation be ratified to include a third signature on the certification form. Mr. Reid indicated he would discuss this with Ms. Resnik to determine if a Member of the Advisory Committee should be asked to sign the form, as well.

The recommendation was passed unanimously.

Dr. Edwards requested that the timeframe for distribution of the WHC recommendations to Commissioners be improved, inasmuch as they were just received. Mr. Reid agreed with Dr. Edwards and requested that, whenever possible, this type of material be transmitted to the Commissioners ahead of time. Ms. Resnik asked for guidance in this process, since the Ad Hoc WHC Committee did not meet until two days ago to review these recommendations, and they must first decide which recommendations are to be presented to the full Commission.

To enable the Commissioners to be better prepared, it was decided that WHC Advisory Committee recommendations



and materials be provided to Commissioners as soon as possible following Advisory Committee action.

### **WHC RECOMMENDATION (2)**

The NCLIS WHC Committee MOVED that NCLIS approve the White House Conference Spending Plan for FY '90-'92.

NOTE: The NCLIS WHC Committee suggested adding the following sentence at the end of ISSUE: "NCLIS will receive regular expenditure and obligation reports."

The recommendation was passed unanimously.

### **PRINCIPLES OF PUBLIC INFORMATION POLICY**

For logistical purposes, the discussion on "Principles of Public Information Policy" interrupted the Ad Hoc WHC Committee Report.

Dr. Edwards, Chair, Ad Hoc Information Policies Committee, provided a report to accompany the proposed principles which included background information on the Task Force, the Public Forums, and written comments.

Dr. Edwards pointed out that the Commission's document is based on the concept that "public information is information owned by the people and held in trust by the government" and that the people must have "open and uninhibited access" to public information.

Dr. Edwards introduced Mr. Quinlan Shea, project consultant. He extended his gratitude and thanks to Mr. Quinlan Shea, adding that "without Mr. Shea's hard work, this would not have been possible." Mr. Shea thanked the Commission for the opportunity to work on this very important project.

## MOTION

It was MOVED by Dr. Lee Edwards that the Commission approve the Principles of Public Information, incorporating the non-technical changes as recommended by the Commission. In a roll call vote, the motion was carried unanimously.

In discussion of the motion, Mr. Newman stated, "I think we should highly commend both the Vice Chairman of the Commission and Quinlan Shea for the work that has been done here. It is one of those items -- and they are too few and far between -- that makes the Commission's work worthwhile."

Mr. Reid called the Principles of Public Information, "The Bill of Rights for the Information Age," which is the most important document since the "Library Bill of Rights."

Mr. Carter suggested that the Preamble include a definition of public information, i.e., "Public information is all the government information that is not withheld according to statute." Dr. Edwards noted that this is addressed in Principle 1, "The public has the right of access to public information," but agreed that the following underlined words be added in the Preamble: We assert that public information is information owned by the people, held in trust by their government, and should be available to the people except where restricted by law. At the suggestion of Miss Hashim, this same wording will also be included in Principle 1.

Dr. Edwards stated that in addition to publishing these principles, there will be available a legislative history.

Mr. Carter stated that, in his opinion, dissemination and access are two different things and questioned the wording in Principle 3: The Federal government should guarantee

the dissemination, production and redistribution of public information.

Dr. Edwards suggested, and several other Commissioners agreed, that the word "dissemination" is key in this principle. At this point, the Vice Chairman recommended that the wording remain as is in Principle 3.

Mr. Tabb requested further clarification to the statement re Principle 6: "Costs incurred by creating, collecting and processing information for the government's own purposes should not be passed on to people who wish to utilize public information." Mr. Shea responded that, as a general principle, when you move past the point of acquiring the information and carrying on the ordinary business of the government, to the question of public access and availability of information to the people of the United States, all of those up-front costs should not be involved. When Congress, in a statutory mechanism, authorizes costs above the minimum direct cost of putting out that piece of paper, then Congress is, in fact, adding other elements which support the agency -- in effect, the public may be paying twice for the same information.

Mr. Tabb expressed his concern that he could not vote in favor of this motion unless the original statement in Principle 6, is reinstated. That statement follows: "Congress should assure sufficient funding for information dissemination so that citizens need pay no more than marginal costs for any single piece of public information".

Mr. Shea explained that this sentence was deleted because it is not a principle, rather it is an ongoing policy and legislative recommendation. Dr. Edwards agreed with Mr. Shea and added that including this statement would breach an important and basic rule which was followed in these principles to allow the Commission the opportunity to take the principles as principles and then to follow up in future

actions with recommendations for policy. Mr. Reid pointed out that this is a "living document."

Rather than a negative vote, Mr. Lorenz offered as a compromise that the Commission issue a cover letter indicating its intent to follow up on the Principles. Mr. Tabb agreed and said that we should focus entirely on approval of the principles, with the idea being that we'll need collectively to work more on how to implement these principles within the various agencies and with Congress.

Miss Hashim, referred to Principle 8 and noted that the Depository Library Program is not a network in the real sense of the word, and suggested the following rewording "programs like the Depository Library Program."

Still referring to Principle 8, Dr. Edwards explained that specific timely references and specific language -- like electronic data bases -- were avoided because it was felt such language would date and, possibly age, this document very quickly.

Mr. Reid informed the Commission that he has asked Dr. Edwards for a plan for dissemination of this document. This is a committee function, and the committee should provide a framework for the dissemination of this document. Dr. Edwards suggested that we talk to our friends on the Hill, and have the Principles introduced as a "Joint Congressional Resolution." Levels of dissemination should include Federal, state, and international.

With the approval of the Chairman, observer Peyton Neal, Information Industry Association (IIA) asked that the record indicate that IIA supports the Commission's activity in this important area. Mr. Neal stated, "I think the promulgation of these principles will be very helpful not only at the Federal level, but at the state and international levels as well." He urged that the Commission "always leave

in place a mechanism for readdressing, updating, and modernizing, and, otherwise, dealing with changes in times and circumstances." He also urged that NCLIS reach out to the other constituencies and continue to seek their vital and important participation. The Chairman indicated that this is clearly the intent of the Commission and its Ad Hoc Committee.

**WHC  
COMMITTEE  
(CONTINUED)**

Mr. Casey, Chair, NCLIS White House Conference Committee, resumed his Committee report.

**WHC RECOMMENDATION (3)**

The NCLIS WHC Committee MOVED that the Commission endorse the general structure for the national conference as proposed in the Results Processing Framework Subcommittee report and as modified by Committee discussion. [Note: The word "general" was inserted by the NCLIS WHC Committee.]

The motion carried unanimously.

**WHC RECOMMENDATION (4)**

The NCLIS WHC Committee MOVED that NCLIS encourage state and territorial caucuses during the White House Conference for the election of WHCLIST delegates and that the Conference help facilitate a meeting of the newly elected WHCLIST delegation.

The Commission did not feel this recommendation required Commission action and issued the following statement: "The Commission continues to support the efforts of WHCLIST and encourages the Advisory Committee to accommodate WHCLIST activities at the White House Conference."

## **WHC RECOMMENDATION (5)**

The NCLIS WHC Committee MOVED that the Advisory Committee establish three theme Steering Committees to prepare theme statements on literacy, productivity, and democracy for use in advance of the national Conference (as indicated in the Conference format recommended by the Advisory Committee at its last meeting).

The motion was passed unanimously.

Mr. Casey acknowledged that there was a WHC Advisory Committee recommendation calling for "Freedom through Knowledge" as the adopted slogan for the White House Conference which was referred back to the Advisory Committee for further clarification.

At the Chairman's request, the NCLIS WHC Committee will prepare and maintain a volume containing all WHC recommendations approved by the Commission. This information would also prove invaluable to new Commissioners.

## **PRICE WATERHOUSE AUDIT REPORT**

Mr. George DeHORITY, Auditor, Price Waterhouse presented the requested audit reports for NCLIS for the fiscal years ended September 30, 1988 and September 30, 1989, and for the period October 1, 1989 through February 28, 1990; and for the White House Conference for fiscal year ended September 30, 1989, and for periods October 1, 1989 through April 1, 1990 and April 2, 1990 through May 15, 1990. The Table of Contents for both reports were: (a) Report of Independent Accountant; (b) Report on Compliance with Laws and Regulations; and (c) Report on Internal Control Structure.

Referring to the audit for both the NCLIS and the WHC, Mr. De HORITY stated, "There has not been a result of fraud,

waste, or abuse which would significantly change the financial results of the organization." The audit report on WHC compliance with laws and regulations cited the following:

- (1) Federal acquisition regulations concerning competitive bidding should be complied with for all procurement actions.
- (2) A General Accounting Office relief should be obtained for unauthorized procurement actions inadvertently authorized by the Commission and performed by the former White House Conference Advisory Committee Chairman; and
- (3) The White House Conference on Library and Information Services should be reimbursed by NCLIS for equipment that is not being used solely for conference purposes.

With regard to (2) above, Mr. DeHority stated, "We found no instances of fraud, waste, or abuse of funds resulting from the WHC Chairman's actions; he appeared to have acted in good conscience." Mr. DeHority recommended that a relief be requested from the General Accounting Office so that this acknowledgement can be made and relief granted. This action should be initiated by the Commission and should, probably, be conducted by the Department of Education. Mr. DeHority will provide the Commission with the correct procedures for handling this request, which should be done expeditiously. In addition, the Chairman informed the Commission that he intends to prepare a letter for review by both the Executive and Budget Committees, with appropriate attachments and detailing the audit's findings, in response to the three Congressional letters received regarding the audit.

Both Messrs. Carter and Newman questioned two allotments made to pre-White House Conferences in late January or

early February 1990, which were not specifically individually authorized by the Commission or its Chairman. The Chairman asked Mr. DeHority to review his documentation and to address this matter in a separate report, identifying whether it was a proper or improper expenditure. Mr. Newman requested that if it was determined to be an improper action, that there be remedial action and constructive criticism. Mr. Tabb suggested that the same review mechanism should apply for all previous expenditures, to date.

The audit report on NCLIS compliance with laws and regulations cited:

- (1) Federal acquisition regulations concerning competitive bidding should be complied with for all procurement activities;
- (2) Compensatory time policies should be established by the Commission; and
- (3) The White House Conference on Library and Information Services should be reimbursed for equipment that is not being used solely for conference purposes.

Dr. Edwards stated that approximately four years ago the Commission established the formal policy that senior staff members not be granted compensatory time, as a way of meeting budgetary problems. This fact was confirmed by Commissioners Forbes, Wu, Newman, Vice Chairman-Emeritus Moore, Chairman-Emeritus Hashim, and former Commissioner Carter. In this regard, the Chairman issued a temporary moratorium on compensatory time for GS-12 and above.

The Chairman announced that this will be an agenda item for Executive Committee discussion at the October meeting;



the Committee will then present its recommendation to the Commission for approval.

Referring to (3) above, Dr. Martin noted that the Commission spends a fair amount of both money and staff time on White House Conference activities, for which it is not reimbursed. In response to Dr. Martin's question, Mr. DeHority replied that there is a vehicle available to allow WHCLIS to reimburse NCLIS for such services and money. The Chairman asked Mr. DeHority to work with the staff on the proper procedure for this type of reimbursement.

At the request of Dr. Martin, Mr. DeHority will check on the Commission's credit rating, which seems to be poor because of late payments for early White House Conference Advisory Committee meetings.

In reviewing the NCLIS Schedule of Expenditures for fiscal year ended September 30, 1988 (summarized by major object code), the Chairman suggested that there may be a better way of reporting procedures to show a clearer budgetary picture to the Commission and further suggested that the Executive Committee meet with the auditors to determine a better reporting procedure.

## **PRINCIPLES OF PUBLIC INFORMATION (CONTINUED) MOTION**

Dr. Edwards introduced the following resolution in support of Information Policy Principle #6, which was MOVED by Elinor Swaim, and seconded by Julia Wu:

Congress should assure sufficient funding to permit implementation of the principles.

The motion was passed unanimously. By proxy, the Chairman voted "yes" for Mr. Newman.

# 1991 MEETING DATES

As a point of reference, Dr. Martin informed the Members that the Special Libraries Association will be meeting January 23-25, the same dates as proposed for the Commission meeting. It was noted that this would provide a good opportunity for the Commissioners to meet informally with the the leadership of SLA.

It was decided that the Commission would celebrate its 20th anniversary on Wednesday, January 23. Plans are underway to hold the event at the Library of Congress; hopefully, the Center for the Book will be a co-sponsor. At the Chairman's request, Dr. Edwards will be recognized for his new book "Missionary Freedom: The Life and Times of Walter H. Judd," a former Congressman from Minnesota.

Dr. Moore reminded the Members that the 15th Anniversary celebration cost almost \$5,000, most of which was raised by former Executive Director Toni Bearman.

The Chairman announced that a special meeting might be called, probably in September 1991, to review the WHC report prior to its submission to the President and Congress. At its meeting scheduled for November 20-22, 1991, the NCLIS Members will review the recommendations contained in the report. Ms. Resnik noted that WHC funds might be available to cover meeting costs, since the meeting would be directly related to the White House Conference. The Chairman asked Ms. Resnik to prepare a time schedule for his review so that a decision could be made during the January 1991 meeting.

In addition to the two Commission meetings planned in 1991 and a special meeting to discuss WHC final report, the NCLIS Committee on Library and Information Services for Native Americans will hold two hearings (one in the Northwest in May and one in the North Central in August), subject to availability of funds.

## **CHAIRMAN'S REPORT**

Mr. Reid stated that he was very pleased with the outcome of the audit report and the cooperation of both staffs during the audit. It is imperative that we quickly address the recommendations in the report and concerns expressed by the Commissioners. He reported planning for the White House Conference is progressing well, and that in conversation with Mr. Akeroyd, he, too, feels confident. Mr. Reid, again, expressed his pleasure with the cordial reception accorded NCLIS by the American Library Association, and that this was the first time in the 114 year history of the Association that an NCLIS Chairman was invited to address the General Assembly at the Opening Session. At the request of the Chairman, letters of thanks will be prepared by the staff to the appropriate members and staff of ALA thanking them for their hospitality.

Mr. Reid thanked the Chairs and their Committees for their work. He noted that the Commission is functioning with a minimum number of staff, with budget limitations, and with less than a full Commission, which has been extremely frustrating at times. The Chairman particularly thanked Dr. Susan Martin for the extra hours she has served "over and above the call of duty" and for "going that extra mile" in turning over as complete a package as possible to Mr. Lorenz, the Acting Executive Director. He extended his thanks to Mr. Lorenz and expressed his appreciation for the guidance and knowledge he brings to the position. Thanks were expressed to Ms. Hashim, Chairman-Emeritus, and Dr. Moore, Vice-Chairman Emeritus, for their guidance,

expertise, and for their attendance. He also thanked Mrs. Reszetar, Ms. Williams, and Mrs. Whiteleather for their hard work and cooperation.

## COMMITTEE REPORTS

The International Committee will be meeting in Washington, D.C. before the October meeting to discuss the Glenerin Declaration, the role of the National Commission in IFLA (both from a membership and delegate standpoint), and to develop a Committee program and/or agenda.

The Ad Hoc Policies and Procedures Committee. Mrs. Whiteleather informed the Members that at the request of the Committee Chair, she is in the process of assembling existing policies and procedures for Commission review and consideration. In addition, the Orientation Manual is in process of being updated which will be useful to both the new Executive Director and newly-appointed Commissioners.

Commissioners were reminded to review the newly-established Committee charges and to send comments to the Chairman.

## BUDGETARY PROBLEM

Because of non-budget items, i.e., audit report, Search Committee, and the moving costs for new Executive Director, NCLIS is approximately \$35,000 over budget. The Chairman noted that some of these costs will be absorbed, however, because of the reduction in staff. The staff was asked to prepare a "best guess" estimate for the remainder of this fiscal year.

As requested during the March meeting, the five-year analysis of Commissioner travel and salary costs was prepared and distributed.

Both Mr. Reid and Mr. Newman are planning to attend the IFLA Conference which will be held in Stockholm; however, because of the the current budget situation, Mr. Reid may suggest that both he and Mr. Newman forego salary, with per diem limited to the days of the conference itself. At the suggestion of Ms. Hashim, staff will check into the possibility of USIA covering at least part of the cost. It was noted, however, that at the time USIA helped cover this cost, NCLIS was paying one-half of the U.S. IFLA dues.

Commissioners were reminded that the Chair must approve all Commissioner travel, including Committee and Executive Committee activities. The Executive Director will work with the Chairman in setting agendas for Executive Committee meetings; staff will work with the individual committee chairs to set the meeting agendas.

As a means of improving communications, the Chairman set the policy that all material sent to the Chair will also be provided to the Executive Committee and its Alternate with the exception of personnel issues.

In covering some "housekeeping" details, the Chairman noted:

- The Minutes and the press release of the meeting should be disseminated as quickly as possible;
- Staff should maintain a tickler file of "unfinished business" (including such items as the Resolution on Romania; publication of latest NCLIS Annual Report, publications to be printed and/or reprinted; outside firm vs. Department of Education handling of NCLIS financial records; Plan a Commission retreat; Publish NCLIS Newsletter #2; Consider establishing "Friends of NCLIS Organization);

- Internal procedures -- Show breakdown of expenditures in monthly budget reports prepared for the Budget Committee;
- Staff should plan for inventory of equipment, especially in terms of a pending move;
- The new Executive Director should consider the Price Waterhouse suggestion that it may be cost effective to contract an outside firm to handle financial records on a regular basis. In this regard, the Chairman suggested that the Executive Committee meet with a representative from the Department of Education re their services vs. cost effectiveness.

#### **ROLE OF EXECUTIVE COMMITTEE**

In describing the activities and role of the Executive Committee, Mr. Reid noted: (1) The Executive Committee will meet at least once between Commission meetings; (2) The Committee has the responsibility to prioritize Commission programs; and (3) The Committee will review the 1991 meeting schedule and make adjustments, as necessary. In addition, the proceedings of the Executive Committee must go out to the full Commission. Mr. Reid stated, "I am using the Executive Committee as a vehicle for progress and for communication."

The Chairman recessed the meeting at 4:30 p.m.

Discussion resumed about the White House Conference.

The topic of honorary chair(s) of the White House Conference was discussed and it was felt that it would be most appropriate for the Advisory Committee to identify, and NCLIS designate, an honorary chair for each of the three themes, plus that an overall honorary chair be designated at a later date.

The Chair of the Conference was also discussed, and it was agreed that someone be identified with the national stature of former Senator Howard Baker. The law calls for the election of the Chair of the Conference by the Advisory Committee.

The meeting adjourned at 5:15 p.m.

ATTACHMENT

## **RESOLUTION HONORING DR. SUSAN K. MARTIN**

**WHEREAS**, Dr. Susan K. Martin has served as Executive Director of the National Commission on Libraries and Information Science since August 1, 1988; and

**WHEREAS**, she has performed her duties proficiently and with tact and effectiveness; and

**WHEREAS**, she has worked diligently and consistently for the Commission's annual budget; and

**WHEREAS**, she has contributed to the significant progress in the development of the "Principles of Public Information Policies" as supported by the Commission; and

**WHEREAS**, she has successfully represented the Commission before many and varied groups and achieved cooperation with and understanding for the Commission's objectives; and

**WHEREAS**, she has contributed substantially to the Commission's resources and record of accomplishment in cooperating with the National Center for Education Statistics in the development of the Federal-State Cooperative System for Public Library Data; and

**WHEREAS**, she has provided staff leadership and support to bringing the Second White House Conference on Library and Information Services from dream to reality; and

**WHEREAS**, she has with grace and sensitivity guided the Commissioners and staff in the Commission's overall mandate of advising Congress and the President on national information and library policy issues; and

**WHEREAS**, she has supported the National Commission on Libraries and Information Science's efforts to provide library and information services to special populations, including senior citizens, illiterates, and Native Americans; and



**BE IT THEREFORE RESOLVED**, That the Commission express its appreciation and gratitude to Dr. Susan K. Martin for her superior and commendable service.

Adopted this day, June 28, 1990, with respect and appreciation.

**Charles E. Reid**

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**Chairman**

**Lee Edwards**

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**Vice Chairman**

**Elinor H. Swaim**

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**Recognition Committee Chair**